



106 Western Avenue
Hampden, Maine 04444

Office: 207-862-3034
townmanager@hampdenmaine.gov

Request for Qualifications

Stormwater Permitting Services for Western Avenue Municipal Properties

The Town of Hampden seeks consulting services for stormwater infrastructure permitting on properties owned by the Town, to expand parking capacity at the existing municipal building, post office, and recreational facilities. Required permitting includes MDEP Site Location of Development (SLOD) and local Site Plan Review before the Hampden Planning Board. The existing buildings and associated hardscape were constructed before SLOD permits were required; therefore, stormwater infrastructure for any potential future expansion requires stormwater be accommodated for the existing development and permitted as part of any additional impervious surfaces being proposed at this location.

Prior planning efforts resulted in alternatives for different levels of proposed development to complement the existing infrastructure on Town-owned sites at 106 and 146 Western Avenue, which includes the Municipal Building, the Lura Hoit Pool, adjacent athletic fields and undeveloped land. The immediate goal is the provision of additional parking to support the full utilization of existing facilities.

Additional stormwater infrastructure may be considered, if economical and appropriate for inclusion in this scope of work, for the permitting of potential longer-term site features that may include planning and location of additional multi-purpose recreational fields, practice space, walking trails, support building(s) for maintenance and restrooms and associated (if required) parking. If additional permitting is desired as the project moves forward, this would be addressed through an amendment to the project scope and budget and based on advance agreement to terms and subject to additional Town approval.

The Town invites letters of interest and statement qualifications from qualified environmental planning firms, landscape architects, and/or engineering firms licensed to do business in the State of Maine. Submittals shall include four (4) complete copies of the following:

- 1) A statement of qualifications for all personnel who would be assigned to the project, including all prior experience preparing plans for SLOD approvals.
- 2) Based on review of existing project materials, including use of already completed site analyses of existing conditions (online at www.hampdenmaine.gov) under Town Departments > Recreation, a proposed approach for how the project team would develop and accomplish a scope of work to secure the required permitting, including:
 - a. Proposal should include a proposed schedule, staffing plan, and use of sub-contractors (if any) identifying specific roles and responsibilities.
 - b. Scope of work shall include preparation of construction cost estimates for each feature of the permitted site improvements.
- 3) A statement of any assumptions the proposal relies upon in terms of work to be completed by others (Town or its agents); number of public meetings; number of public hearings (for Site Plan Approval); adequacy of base data (i.e. wetlands delineations, site topo, etc.) to secure permitting without additional field survey etc..

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Prospective individuals/firms that wish to be considered for the project are expected to be represented at a **pre-submission informational meeting on Thursday, September 6, 2018 at 3:00 PM** in the Council Chambers at the Hampden Municipal Building, 106 Western Avenue, Hampden, Maine.

Prospective firms may submit written questions regarding this Request for Qualifications to the Town Manager on or before Thursday, September 13, 2018 at 6:00 PM. Questions may be submitted at the Municipal Building, Monday through Thursday from 7:30 AM until 6:00 PM, or via email to the Town Manager townmanager@hampdenmaine.gov. The Town will prepare written responses to all questions received and provide responses in an Addenda to all prospective firms or individuals that participate in the pre-submission meeting, or who notify the Town Manager in writing that they wish to be considered a prospective submitter.

Sealed proposals, clearly marked "Qualifications: Permitting Services for Western Avenue Municipal Properties" must include four (4) copies of all materials included for review, and be received **no later than: Monday, September 24, 2018 at 6:00 PM**, addressed to:

Town Manager
Town of Hampden
106 Western Avenue
Hampden, ME 04444

Proposals will be publicly opened at the Hampden Municipal Building Conference Room at that time. A Statement of Qualifications (Attachment A) must be included in the proposal package, in addition to four (4) copies of all other supporting materials that constitute a proposal package. Any proposal received after the date and time of opening will be rejected and returned unopened to the submitting firm or individual. Proposals may not be submitted by email.

Initial review of the proposals will be conducted by a Selection Committee led by the Town Manager, to include: Director of Recreation, Director of Public Works, Director of Public Safety and potentially members of State agencies and/or representatives from the Town's on-call engineering firm. Upon narrowing of the candidates to two or more firms, the Town Manager shall recommend interviews with at least two firms to be conducted by the Town Council's Services Committee. The Selection Committee recommendations to the Council's Services Committee will be based on:

- 1) Demonstrated successful completion of projects of comparable scope, including prior experience preparing plans for SLOD approvals.
- 2) Established competence and experience of proposed project team members.
- 3) Ability to provide a reasonable Scope of Work that clearly articulates steps required to achieve stated goal of permitting stormwater infrastructure to allow for expanded parking capacity at existing facilities.
- 4) Estimates of time/scope for alternatives discussed, based upon previously developed options.
- 5) History of client satisfaction based on reference checks.

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Based on the Town Manager's recommendation, following interviews with the Services Committee, a finalist may be referred to the Finance Committee. At this time the Finance Committee will negotiate terms for a potential contract – based upon an agreed final Scope of Work. If agreeable terms are negotiated, the Finance Committee will consider a recommendation to the Town Council, which would vote to award a contract.

The target for the anticipated date of contract award is October 15, 2018. Upon Council authorization of budgeted Reserve Funds, the Town Manager will execute a contract with the selected vendor and will schedule the work. Prior to execution of a contract, the vendor must provide proof of workers compensation insurance, and of liability insurance with a \$400,000 minimum coverage, and shall provide a certificate naming the Town of Hampden as additionally insured.

The Town of Hampden reserves the right to reject any and all proposals, in whole or in part, and to negotiate the terms and conditions with any proposer and to accept any proposal, in whole or in part, which the Town deems, in its sole opinion, to be in the best interest of the Town of Hampden.

ATTACHMENT A

STATEMENT OF QUALIFICATIONS

1. Name of Proposer's Firm/Individual: _____

Submitter is: Corporation () Partnership () Individual ()

2. Permanent Main Office Address: _____

3. Federal ID Number (Employer's ID No.): _____

4. If a corporation, where incorporated? _____

5. How many years have you been engaged in business under your present firm or trade name?

6. Similar projects (including DEP Site Location of Development, NRPA and Army Corps. of Engineers permitting) completed or in process, including client name and contact information:

7. Names, qualifications, and billing rates of all proposed personnel for the project.

8. Company names and qualifications summary for all proposed sub-consultants for the project.

9. A detailed list of all included services summarized by major tasks.

10. An estimated schedule for starting and completing the project.

11. Any other information you feel would help the Town of Hampden assess the Proposer(s) ability and reliability.

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The Undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Town of Hampden in verification of the recitals comprising this Proposer's Statement of Qualifications.

Name of Principal: _____

Attested By: _____

Title: _____

Date: _____